

**NOAA's National Weather Service (NWS)
Change Management (CM)**

**Responsibility Instructions for the
Submitting Authority (SA) and
Focal Point (FP)**

July 18, 2006

AUTHORIZATION:

This document is authorized by National Weather Service (NWS) Instruction 10-101, Change Management Process. This instruction provides a process that ensures an orderly and trackable means for effecting change to NWS operational programs under change management. Appendix A of NWSI 10-101 lists all the NWS operational programs currently under change management.

Each NWS operational program under change management must comply with NWSI 10-101, *Change Management Process*.

DESCRIPTION:

This document describes who appoints the Submitting Authorities (SA) and Focal Points (FP); their responsibilities; and their involvement in National Weather Service (NWS) Change Management (CM) activities.

This document will outline 3 steps, which contain sub-steps. These steps are as follows:

Step 1: Generation and Submission of a Request for Change (RC)

Step 2: Review and Adjudication of an RC

Step 3: Implementation of an RC

Appendix A contains a chart depicting the specific responsibilities of the SAs and FPs.

Appendix B contains a flow chart depicting the flow of the RC.

Links are provided on the Change Management web site (<http://www.weather.gov/os/cm>) for the following:

- NWSRC Form 1001 (Rev C, 4/1/2005) and its instructions
- Current list, by Region and WSH Offices, of the SAs and FPs by program
- Current list, by program, of the Lead Change Analyst

OVERVIEW:

The SA and FP are appointed by the Office and Regional Directors, and other participating agency's upper level management. All appointees will have alternates. Personnel changes will be forwarded to the Systems Change Manager (SCM) (nwsrsc@noaa.com) via e-mail. The SCM will maintain the list of valid SAs and FPs.

The SAs at NWS Headquarters (WSH) are normally the Division or Branch Chiefs and the FPs are normally staff members who are very knowledgeable of the program. While the SA in the Regions are normally the Systems Operations Division (SOD) Chief and the FP are normally one of the following or a combination of the following:

- The Systems Integration Branch Chief
- The program-specific Program Manager
- The Regional program-specific Specialist
- The Electronics Program Manager
- The program-specific Program Analyst.

The SA and FP have general and specific responsibilities pertaining to the generation, review, submittal, and implementation of RCs. Both the SA and the FP shall be knowledgeable of and follow the applicable NWS Change Management processes for each specific program. Program-specific processes may be found at <http://www.weather.gov/os/cm>. In addition, each SA and FP will ensure that their organization notifies the SCM of any additions, deletions, and other changes to the lists of designated SAs and FPs. SAs and FPs are responsible for training their replacements and backups.

The Cognizant Technical Individual (CTI) is the person with the technical knowledge of the RC. The CTI may or may not be a FP.

Step 1: Generation and Submission of an RC

Headquarters, Regional offices, and other agencies should have internal processes regarding the generation, review and submission of an RC.

Changes to NWS operational systems equipment, equipment locations, software and/or data under configuration control must have an approved RC.

Cognizant Technical Individuals (CTI) may consist of a program specialist, an electronic specialist, an information technology officer, a FP, etc.

The FPs' responsibilities are as follows:

1. Verify the RC is the current version, NWS RC Form 1001 (Rev C)
2. Ensure appropriate coordination within the originating office to obtain the information needed to complete the RC form and related input involving the technical and operational issues of the RC
3. Review the RC for clarity, conciseness and technical merit
4. Verify all un-shaded blocks in Part A are correctly filled in, and as much of Parts B and C are correctly filled in as possible
5. Provide the complete form to the SA for further action

Continuing with the above scenario, the following are the SAs' responsibilities:

1. Review the RC for clarity, conciseness and technical merit
2. Ensure the RC is consistent with the overall program objectives, represents the position of the Office/Region/Agency is within the scope of available resources, and adds value to the program/agency
3. Formally submit the RC to the NWS SCM via email at nwsrc@noaa.gov

Step 2: Review and Adjudication of an RC

The analyst evaluates the RC to ensure it is complete, concise, and valid. The analyst also researches any information needed to facilitate the decision making process, and updates the RC as necessary. The SAs and/or the FPs will be cc'ed on applicable RCs.

The reviewing members will have five (5) working days to review and either approve, disapprove, or request additional time from the analyst. If it is determined that an RC requirement is beyond their scope of effective validation, the RC will be disapproved. The submitter will be referred to the NWS Operations and Services Improvement Process (OSIP). The OSIP website is <http://osip.weather.gov>. New needs or opportunities are entered using the web based Statement of Need (SON) form on the OSIP website. This will initiate further research analysis, and possible solution identification/implementation.

The SAs and FPs may also submit comments/questions regarding the RC to the analyst for clarification.

The adjudicated RC will be e-mailed to the program specific reviewing members and the SAs and FPs will be included for courtesy copies.

Step 3: Implementation of an RC

Presuming the RC is approved, the appropriate SA/FP/CTI's responsibilities are:

1. Ensure all implementation activities (applicable to the office or region) are performed, completed, and as reflected in the approved RC.
2. Ensure all hardware and software changes made at the sites are reported in the Engineering Management Reporting System (EMRS), within 30 days of work completion, as necessary.
3. Ensure required parts changes (additions or deletions), engineering drawings, and site specific drawing red-line changes are sent to the Configuration Branch, W/OPS13 as specified within the RC.
4. Keep all necessary parties in the affected office(s) by the change up-to-date on the status of the RC.

APPENDIX A

Submitting Authority and Focal Point Responsibilities

Stage	Responsibilities	Submitting Authority	Focal Point
General Responsibilities	Be familiar with general and program-specific change management processes as outlined at http://www.weather.gov/os/cm .	X	X
	Notify the Systems Change Manager immediately of any additions, deletions, or other changes to the lists of designated submitting authorities or focal points.	X	X
	Train replacement and back up personnel on submitting authority and focal point procedures as appropriate.	X	X
Step 1: RC Generation	Verify the RC is the current Version, of NWS RC Form 1001 (Rev C).		X
	Verify all un-shaded blocks are correctly filled in, and as much of Parts B and C are correctly filled in as possible.		X
	Review the RC for clarity, conciseness, and technical merit.	X	X
	Ensure appropriate coordination within the originating office to obtain information needed to complete the RC and related input involving the technical and operational issues of each RC.		X
	Provide the completed RC to the SA for further action.		X
	Ensure the RC is consistent with the overall program objectives, represents the position of the Office/Region, is within the scope of available resources, and adds value to the program.	X	
	Formally submit NWS RC to the NWS Systems Change Manager via email to nwsrsc@noaa.gov.	X	
Step 2: Review and Adjudication of the RC	Coordinate a fully staffed review of all applicable change requests through appropriate office and provide the change analyst with comments when necessary.		X
Step 3: Implementation of the Approved RC	Ensure all implementation activities (applicable to the Office or Region) are performed and completed, as reflected in the approved RC.		X
	Ensure changes made at the site(s) are reported in the Engineering Management Reporting System (EMRS), within 30 working days of work completion, as necessary.		X
	Ensure all parts (additions and/or deletions) and engineering and/or site specific drawing(s) red-lines are sent to the Configuration Branch, W/OPS13, within 30 working days of the work completion notice in EMRS.		X
	Keep all necessary parties in the affected office(s) by the change up-to-date on the status of the RC.		X

APPENDIX B

RC Flow Chart

